

Capital Community College
REPOST Educational Assistant
Program Assistant, TAACCCT/NRC Federal Grant
12 Month, Special Appointment, 17.5 hours a week (part-time, benefits eligible)
Renewable for approximately 2 years

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 950 Main Street, Hartford, CT 06103
Hours: 17 hours per week
Salary: **\$22.62 hourly**
Closing Date: Letter of application must be postmarked no later than **April 15, 2014.**

**General Knowledge,
Skills and Ability:**

An Associate's degree in Office Management, Technology or degree with comparable skill sets is required. Demonstrated proficiency in the use of Microsoft Office suite including Access and Excel required; some experience in Photoshop and graphic design software preferred, experience in maintaining databases, reporting, creating flyers, and preparing documents. Must have excellent organizational skills and be able to communicate effectively with students, faculty, employers and workforce development professionals.

General Experience:

As part of the National Resiliency Consortium (NRC) grant funded by the Department of Labor, Capital Community College is developing new programs in information technology, health and environmental design and construction. The Program Assistant will assist with collecting information on participants and maintaining our databases, running reports, creating flyers and posters for our programs, scheduling meetings and faculty professional development, and communicating with grant partners, including consortium colleges, One-Stop Career Centers and employers. The Program Assistant will prepare documents and correspondence as needed. He/she will work under the supervision the Federal Grant Credit Coordinator and may be required to meet with the consortium members on a regular basis.

Substitution Allowed:

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and to provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Application Instructions:

Send letter of intent, BOR Employment Application (found on the following website: <http://www.ct.edu/hr/employment>), resume, transcripts (copies are acceptable at the time of application) and the names of three references to:

Josephine Agnello-Veley
Director of Human Resources and Labor Relations
Capital Community College
950 Main Street, Hartford, CT 06103
Email: CA-HRApplclicant@capitalcc.edu

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Rita Kelley, Title IX and Section 504/ADA Coordinator and Affirmative Action Officer, Room 305B, Tel. (860) 906-5133 E-mail: rkelley@Capitalcc.edu